

## **REQUEST FOR APPLICATIONS**

**District of Columbia**  
**Department of Employment Services**  
**WORKFORCE DEVELOPMENT SUPPORTIVE SERVICES PARTNERSHIP GRANTS**

The District of Columbia Department of Employment Services (DOES) invites the submission of applications for grants to one or more eligible partnerships for the delivery of workforce development supportive services integrated with DOES Career Center services in the District of Columbia.

This grant will be operated through a partnership developed to provide enhanced workforce development supportive services in collaboration with the DOES Career Centers.

It is intended that the services provided through this partnership will assist individual participants with the personal and professional preparedness to improve their marketability and increase their probability of obtaining and retaining employment.

The Workforce Investment Act Program is a federal initiative authorized by Title I of the Workforce Investment Act of 1998 (PL 105-220). Eligible partnership applicants proposing the delivery of services above will receive a one-year grant award from the DC Department of Employment Services with American Recovery and Reinvestment Act (ARRA) funds. ARRA funds will be awarded to eligible applicants who meet the grant requirements.

The Request for Application (RFA) for the District of Columbia Department of Employment Services, The Workforce Development Supportive Services Partnership Grant is available on the DOES web site and on the District Office of Partnerships and Grants District Grants Clearinghouse.

**RFA Release Date: Friday, May 7, 2010**

**Application Submission Deadline: Friday, May 28, 2010 by 3:00 p.m.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**District of Columbia Department of Employment Services (DOES)  
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<p><b>Purpose of Grant Funds</b></p>	<p>The District has been heavily impacted by the recession with unemployment exceeding the national average. Many residents have particular challenges in finding employment due to barriers that prevent them from obtaining and retaining a job. These residents may require concentrated attention in areas that will enhance their work readiness, self confidence, employability prospects or readiness for occupational skills training.</p> <p>The primary purpose of this District of Columbia's Department of Employment Services grant is to fund a partnership of applicants/partners to provide workforce development supportive services to adults residing in the District of Columbia to expand the reach of workforce development supportive services through collaboration with DOES One Stop Career Center system. This Grant is to fund support services in collaboration with the DOES One Stop Career Center system that help District residents to achieve the following outcomes:</p> <ul style="list-style-type: none"> <li>• Increase access to District residents seeking job training and employment services;</li> <li>• Develop strategic partnerships to improve workforce development support services;</li> <li>• Develop more comprehensive services designed to increase job placement and retention support activities.</li> </ul> <p>Participants receiving services should be better equipped to recognize negative behaviors arising from unemployment and should be assisted with developing coping skills and rational approaches to addressing problems and other issues that may be detrimental to obtaining and retaining a job. Dislocated workers, underemployed workers unemployed residents will gain knowledge, information and resources needed to conduct successful job searches and to present themselves as favorable prospects to employers. Newly hired residents will remain on the job, providing for themselves and their family, as a result of mentoring and intensive case management services provided by the sub-grantee.</p> <p>Programs funded under this grant must be directed towards the following goals:</p> <ul style="list-style-type: none"> <li>• Improving likelihood of success of employment and training programs by providing additional supportive services for those individuals who need this assistance.</li> <li>• Expanding the reach of the DC workforce development system and increasing access to the system to DC residents seeking employment services and job placements, as measured by the number of different services that DC residents utilize within the One Stop Career Center, an increased presence of diverse DC residents accessing DOES services, or other outcomes.</li> <li>• Cultivating a long-term partnership between the DC Department of Employment Services and the consortium of organizations that provide these employment services, as measured by the creation of a formalized, permanent presence of these organizations within or in partnership the One Stop Career Centers.</li> <li>• Improving participant outcomes in reading and math levels.</li> <li>• Working toward assisting District job seekers in placement in, retention in,</li> </ul>
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	<p>or completion of, training, unsubsidized, subsidized or supported employment, or career advancement, as evidenced by: a) the percentage of participants (with a goal of advanced education or training) who enter training; b) the percentage of participants not employed at program entry, with an employment goal, who enter unsubsidized employment within 3, 6, and 9 months after program exit; c) the percentage of participants (of those who obtained employment or had employment retention as a goal) who retained unsubsidized employment 9-12 months after exit from the program; and d) the average earnings of each participant</p>
<b>Eligible Applicants</b>	<p>Partnerships are eligible to apply for this grant if they are comprised of private or private non-profit or for-profit organizations of <u>demonstrated effectiveness</u> that currently provide services that are accessible to residents within the District of Columbia and they are:</p> <ul style="list-style-type: none"> <li>a) a community-based organization;</li> <li>b) an institution of higher education;</li> <li>c) a private for-profit agency;</li> <li>d) a public or private nonprofit agency;</li> <li>e) a local educational agency;</li> <li>f) a consortium of the agencies, organizations, institutions or authorities described in any of (a) through (e) above.</li> </ul> <p>Applicants must apply in partnerships, comprised of one or more categories of organizations listed above. The partnership must designate one of the partners to serve as the applicant agency and fiscal agent for the grant.</p>

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<b>Eligible Participants</b>	Eligible participants who may receive services under this grant include: a) Persons age 18 or older in the District of Columbia who are not enrolled or required to be enrolled in secondary school under District law;
<b>Special Populations</b>	Consideration will be given to proposals that serve: <ul style="list-style-type: none"> <li>• Unemployed adults,</li> <li>• Underemployed adults,</li> <li>• Dislocated workers,</li> <li>• Individuals residing in areas of the District with high unemployment or with other barriers to employment including residents in: Focused Improvement Areas, New Communities, Neighborhood Investment Fund Areas or other underserved communities. .</li> <li>• Single female heads of households and/or parents of children receiving Temporary Assistance to Needy Families (TANF) who do not have a GED, high school diploma or basic skills;</li> <li>• Low income working or non-working youth and adults with incomes of less than 300 percent of the federal poverty level who do not have a GED or high school diploma;</li> <li>• Immigrants and other residents whose primary language is not English;</li> <li>• Ex-offenders;</li> <li>• Senior citizens;</li> <li>• Homeless persons; and</li> </ul> Individuals with learning disabilities or special needs
<b>Location of Services</b>	The eligible applicant(s) must provide services within the District of Columbia.

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<p><b>Scope of Services</b></p>	<p>The District of Columbia's Department of Employment Services is seeking multiple applicants/partners that can provide intensive staff-assisted individual services for the target population. The District is seeking providers capable of delivering the following intensive workforce development support services:</p> <p>Workforce development support services which may include financial literacy, health literacy, personal life counseling and coaching, mentoring, referral to social service agencies, coordination and follow-up on participant acquisition of social service benefits, linkages to community resources to address participants' basic needs via food banks, clothing banks, physical and visual health care providers, health and wellness information, and housing assistance programs.</p> <p>Applicants must apply in partnerships, as defined above, In addition, program participants will be screened and referred in collaboration with the One Stop Career Centers.</p> <p>The District reserves the right to purchase all services offered in an Applicants/partners' proposal or purchase individual stand-alone services.</p> <p>Applicants/partners will be funded that propose innovative services in the following areas. Applicants/partners should propose integrated and collaborative services.</p> <p><b><u>Work Readiness Skills</u></b></p> <p>The applicant shall develop and implement training that will improve the participant's chances of obtaining and retaining employment or increase the probability that a participant will successfully complete occupational skills training. Job readiness skills training will include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Positive job attitudes and work skills</li> <li>• Openness to working with individuals from diverse racial and ethnic backgrounds;</li> <li>• Business etiquette skills / professional conduct</li> <li>• Dressing for success and other personal maintenance skills</li> <li>• Employer expectations (rules, regulations, performance)</li> <li>• Time management</li> <li>• Cooperation and teamwork</li> <li>• Assertiveness versus aggression</li> <li>• Conflict resolution</li> <li>• Literacy activities related to basic work readiness</li> </ul>
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### **Life Skills**

The applicant shall develop and implement training that demonstrates how negative behaviors and attitudes impact the ability to develop stable relationships and obtain and retain employment. The applicant shall provide the participant with information and skills needed to improve their life situation or make a lifestyle change for the better. Such training shall enhance the participant's ability to make better decisions that lead to positive outcomes in their personal and professional life. Life skills training may include but not be limited to:

- Positive attitudinal development;
- Self esteem building;
- Maintaining healthy lifestyles, including HIV prevention and being alcohol and drug free;
- Maintaining positive relationships with responsible adults and peers, and contributing to the well being of one's community, including voting;
- Maintaining a commitment to learning and academic success;
- Anger management, stress management
- Coping with loss and trauma
- Avoiding delinquency;
- Postponed and responsible parenting;
- Financial and debt management
- Problem solving and critical thinking
- Accessing resources from community and faith-based organizations and government agencies (transportation assistance, child care, housing, etc.)

### **Job Search Skills and Job Placement Assistance**

The applicant/partner shall coach participants on strategies and techniques that will increase their prospects for finding jobs and gaining offers for employment. The applicant/partner shall assist participants with conducting career explorations and identifying an appropriate career path. Applicants/partners will be expected to provide direct assistance to participants in all aspects of job search, such as:

- How to conduct an effective job search
- Networking and other sources for finding jobs
- Resumes and applications
- Letters
- Preparing for the interview
- After the interview
- Accepting the offer

- Dealing with rejection
- Reassessment

The applicant/partner shall ensure that each participant completes a portfolio containing a market-ready resume, introductory letter, thank you/post interview letter, completed and error-free application, and responses to ranking factors.

The applicant/partner shall refer participants to jobs and hold employer workshops and job fairs designed to have employers participate and share job openings within their respective organizations.

### **Mentoring and Follow-up**

Applicants/partners shall establish a formal mentoring program to provide guidance and support to job seekers and newly-employed. Applicants/partners will be expected to mentor some job seekers and newly-employed who may be ex-offenders or experience other significant barriers, and clients who may have special needs.

Applicants/partners shall assist job seekers with their employment goals and managing and resolving obstacles presented to gainful employment and employment retention. Applicants/partners shall monitor each client's progress toward goal attainment, advise client on available options as necessary and provide encouragement.

Applicants/partners shall provide advice, support and encouragement to the newly employed to facilitate their transition to employment, and increase their prospects for retention and continued successes.

Applicants/partners may mentor clients in small groups, on a one-on-one basis or a combination of the two methods. However, the needs of the client shall dictate the best approach. Each client shall be mentored for not less than 8 hours per month for a duration dictated by their assessment.

Applicants/partners shall provide follow-up services for clients who have been mentored. Follow-up services will assist job seekers with remaining positive and focused on finding employment. Follow-up services for the newly-hired will reinforce and emphasize compliance with work-place protocols necessary to maintain employment. Applicants/partners shall meet with the client at least monthly, but shall meet more often as problems arise or at the client's request. Follow-up services for the newly employed may be required on evenings or weekends to accommodate a participant's work schedule. Applicants/partners shall also be available to clients by telephone during regular business hours.

	<p><b><u>Definitions</u></b></p> <p><b>Adult</b> – The term "adult" means an individual who is age 18 or older.</p> <p><b>Case Management</b> - The term "case management" means the provision of a client-centered approach in the delivery of services, designed to:</p> <ul style="list-style-type: none"> <li>(a) prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and</li> <li>(b) provide job and career counseling during program participation and after job placement.</li> </ul> <p><b>Enrollment</b> – The term “enrollment” means that the participant has met all the criteria for eligibility and is currently attending and engaged in program activities as specified in the contract.</p> <p><b>Participant</b> - The term "participant" means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility on which the individual began receiving services.</p> <p><b>Recruitment</b> - The term “recruitment” means the process of attracting individuals, informing individuals of training opportunities and services and getting them enrolled.</p> <p><b>Referral</b> – an individual recommended or recruited for something</p> <p><b>Stand Alone Activity</b> – The term “stand alone activity” means an activity that can be offered in and of itself. It does not require a concurrent or sequential activity.</p> <p><b>Substance Abuse and HIV / AIDS Prevention Training</b> – The term “substance abuse and HIV and AIDS prevention training means the provision of in-depth information on the issues and problems associated with HIV, AIDS, alcohol and drug abuse and drug distribution relative to an individual’s ability to obtain and retain employment.</p> <p>DOES requires applicants to apply in partnerships, comprised of one or more of the entities outlined on page 3. In addition, program participants will be screened and referred from One Stop Career Centers.</p>
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<b>Administrative Costs (Indirect Costs)</b>	Federal Grant Administrative Costs (Indirect Costs) Consistent with Federal Regulations, <b>expenditures for administrative purposes are limited to no more than ten percent (10%) of the amount allocated in this grant award.</b> Note: The ten percent includes approved Indirect Costs.
<b>Grant Award Notification</b>	Sub-grantees will receive one Grant Award Notifications (GANs) for The Grant Period of June 30, 2010 to June 30, 2011 from the DOES: <ul style="list-style-type: none"> <li>• A Federal GAN for the period of June 30, 2010 – June 30, 2011</li> </ul> <b>Federal Grant funds must be maintained in a separate account. Co-mingling of funds is not permitted. Adherence to fiscal requirements will be monitored by the DOES throughout the grant period.</b>
<b>Cost Reimbursement Process</b>	The District will make payments to the sub-grantee upon submission of proper invoices at the prices stipulated for services performed and accepted. DOES reserves the right to reject any or all services which, in its sole judgment, do not adequately represent the intended level of completion or standard of performance.  Invoices must be submitted monthly for the preceding month by not later than the 5 <sup>th</sup> business day. Each invoice must be submitted in triplicate with original signatures and include copies of supporting documentation to substantiate costs.  Invoices must be submitted to the following address:  <b>ARRA Grants Manager  DOES , Office of Employer Services  609 H Street, N.E.  5<sup>th</sup> Floor  Washington, D.C. 20002</b>

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<b>Source of Funding</b>	The DC Department of Employment Services (DOES) will award a grant to sub-grantees with funds from the American Recovery and Reinvestment Fund Act (ARRA). Sub-grantees will receive a separate Grant Award Notification (GAN) from DOES and must adhere to ARRA fiscal and accountability requirements. The amount of the grant award will be based on the services to be provided as defined in the scope of services. The anticipated total amount of funding under this RFA will be \$600,000.
<b>Grant Award Period</b>	The grant award period for DOES ARRA funding is June 30, 2010 through June 30, 2011.
<b>Application Due Date</b>	<p><b>Eligible applicants must submit one (1) original and three (3) copies of their application by <u>3:00 pm</u> on Friday, <u>May 28, 2010</u>.</b></p> <p><b>DOES , Office of Administrative Services</b></p> <p><b>ATTN: Supportive Services Partnership Grant</b></p> <p><b>609 H Street, N.E.</b></p> <p><b>1<sup>st</sup> Floor</b></p> <p><b>Washington, D.C. 20002</b></p> <p><i><b>*Please note that a photo identification and check-in are required to enter the building. Mailed/couriered applications must be received by the deadline. Late applications will not be accepted.</b></i></p>

## SECTION II: PROGRAM REQUIREMENTS

### Responsibilities of the Applicant

Applicants funded under this grant must:

- Provide the fiscal, human and material resources necessary to manage and staff the program.
- Adhere to all DOES program requirements and be monitored for compliance to the following:

Recruitment, Retention, Progress and Involvement	<i>The program must have policies, procedures, and systems to effectively measure educational gains and achievements.</i>
Instructional Models and Methods	<i>The program aligns assessment, curriculum and instruction to address and accommodate different student learning needs.</i>
Program Management and Leadership	<i>The organization has effective management/leadership that develops and maintains appropriate structures, procedures, trainings and policies to ensure high quality service delivery as well as organizational sustainability.</i>
Data Management	<i>The program has the capacity to use DOES – Virtual One-Stop system to collect and report accurate and reliable program and outcome data.</i>

### Reporting Requirements

Sub-grantee will be required to submit monthly activity reports in a format to be determined by DOES. Sub-grantees will be required to establish case files for eligible participants referred. A participant's case file must contain an Individual Employment Plan completed by the sub-grantee, work products, progress notes and other case notes that adequately document the participant's status i.e. successes and obstacles. Referrals to other support services should also be documented in the file. Case notes must reflect ongoing contact with the participant and at least every thirty (30) days.

Prior to commencing services and upon execution of an agreement with DOES the sub-grantee will submit a syllabus and schedule of planned activities. Sub-grantee will be required to administer and submit a customer satisfaction survey to each participant completing services.

For participants receiving Job Search Skills and Job Placement Assistance, sub-grantee must ensure that each participant builds a portfolio containing at minimum a market-ready resume, introductory letter, thank you/post interview letter, completed error-free application and sample responses to application ranking factors.

### Program Monitoring, Evaluation and Continuous Improvement

DOES will conduct on-site monitoring to ensure that the sub-grantee is in compliance with the resultant agreement as well as applicable federal and local rules and regulations; and, provide technical assistance

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in compliance areas.

DOES will review the Sub-grantee's invoice and make payment recommendation based on applicable cost principles and substantiating documentation.

**SECTION III: REVIEW AND SCORING APPLICATIONS**

**Review Panel**

The review panel will be composed of neutral, qualified, and professional individuals selected for their experience in the fields of program management. The review panel will review and score each proposal using the Proposal Evaluation Rubric.

Final scores will be added and averaged. In the event that two or more applications receive the same final score, the applications will be ranked according to the final averaged scores received on the following section(s) in the following order: 1) Program Design; 2) Organizational Capability and Relevant Experience; 3) Partnerships; and 4) Sound Fiscal Management, Project Budget and Budget Narrative, Indirect Costs.

Upon completion of the review process, the panel shall make recommendations for awards to the DOES which shall make the final funding determinations.

**Site Visit**

The DOES retains the right to conduct site visits of new sub-grantees prior to issuing the Grant Award Notification (GAN) to ensure that the facilities are conducive to the provision of services to eligible participants.

### SAMPLE Proposal Evaluation Rubric

<b>Scoring Criteria</b>					
<b>Maximum Number of Points – 100</b>					
<b>Criteria</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
<b>Point Value for Each Checkbox</b>	5	4	3	2	0
<b>1. Program Content and Quality - 55 points</b>					
A. The applicant has demonstrated a clear and rational approach on how the proposed services will be delivered through collaboration with the One Stop Career Centers, and clearly explains how its partnership is structured to deliver these services.					
B. The applicant has established service objectives, expected participant outcomes and how they will be measured, monitored and documented.					
C. The applicant demonstrates an understanding of the population to be served and indicates in the proposal methodologies for retaining and engaging participants through completion of services; as well as uses appropriate curricula and multiple delivery methods to meet the diverse needs of participants.					
D. The program has a participant intake, assessment and goal process.					
E. The applicant has demonstrated that each member of the partnership will provide needed services, and has clearly described how participants will be referred for any additional services that the partner organizations are unable to provide.					
F. The applicant has provided a detailed plan for outreach and recruitment of eligible participants.					
G. The applicant has demonstrated how it will formalize and manage its collaboration with the One Stop Career Center system.					
H. The applicant has described a clear strategy for helping participants build life skills and work readiness skills that they will need to find and maintain employment, which includes addressing all of the required elements specified under the life skills and work readiness categories.					
I. The applicant has described a clear strategy for					

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placing participants into employment, which includes addressing all the required elements specified under the job search and job placement assistance categories.					
J. The applicant has described a clear strategy for helping participants retain jobs, which includes addressing all of the required elements specified under the mentoring and follow-up category.					
K. The applicant has described how partnerships and collaborative approaches will leverage resources and provide quality and cost effective services.					
<b>2. Financial Management and Budget – 15 points</b>					
A. The applicant provides evidence of sound fiscal management and financial stability evidenced by a complete and favorable audit for 2008 and 2009. If audits are not available a statement explaining why this is the case is included.					
B. The program budget is well developed and includes a budget narrative that is complete and describes the expected expenditure of funds including all activities listed in the program design.					
C. Given the proposed target program design, the applicant presents costs that are reasonable, allowable, necessary and competitive.					
<b>3. Administrative Capability– 20 points</b>					
A. The applicant sufficiently details their demonstrated experience in working together in collaboration to provide the proposed services.					
B. The applicant's statement of capability sufficiently details their experience and background in providing the proposed services, and that the members of the partnership have a demonstrated track record of successfully providing the proposed services.					
C. The applicant includes a list of relevant references and adequately describes the type of services they provided.					

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D. The applicant provides evidence that it is has the capacity to report participant outcomes and to monitor its performance.					
<b>4. Project Personnel – 5 points</b>					
A. The organization has identified highly qualified staff providing direct services to participants and has adequately summarized position, duties and responsibilities, credentials, qualifications and experience for each, including their length of tenure with the applicant.					

SAMPLE

#### SECTION IV: APPLICATION FORMAT AND SUBMISSION

##### **Application Format**

Applicants are required to follow the format below and each proposal must contain the following information. All applications must be double-spaced, single-sided, 1 inch margins, 12 point maximum font.

- Application Cover Page (see Attachment A)
- Table of Contents - 1 page
- Program Narrative - 10 pages  
In the program narrative, applicants must provide a full and complete description of the services they are proposing. Narrative must also address:
  - The need for training in the healthcare or IT field specified among the targeted population.
  - location and hours for proposed services,
  - orientation plan for participants,
  - service objectives, expected outcomes and how they will be measured and documented,
  - Proposed staffing plan for the project
  - How program participants will gain the necessary skills to receive an industry-recognized certification
  - How the applicant will successfully place training graduates in employment.
- Organizational Capability and Relevant Experience - 1 page - Applicants must provide a statement of capability that details their experience and background in providing proposed services; include a list of references and type of services provided.
- Partnerships – A Partner Agency Form (Attachment B) must be completed for each partner agency. A signed Memorandum of Agreement or Partnership Agreement for each partner agency must be attached to each Partner Agency Form.
- Program Budget (see Attachment C)



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- Budget Narrative (see Attachment D) - The Program Budget (Attachment C) and the Budget Narrative (Attachment D) should be complete and describe the projected expenditure of funds including all activities listed in the Program Design. The expenditures identified in the Program Budget must clearly reflect the expenditures described in the Budget Narrative. The Program Budget and Budget Narrative must also reflect an Administrative Cost (Indirect Cost) not to exceed 15% for grant funds.
- Certifications - Attachments E
- Assurances – Attachment F
- Required Appendices (not included in the page count total)

<input type="checkbox"/> Check	Items
	Staff resumes
	Summary with descriptions of staff positions
	List of Board of Directors
	501(c)3 status letter (if applicable)
	2009 annual financial audit or the 2008 financial audit accompanied by a statement concerning the status of the 2009 audit; or, if audits for both 2008 and 2009 are not available, a statement explaining why this is the case
	2010 organizational budget (revenues by source of revenue and expenditures by program and/or type of expense)
	Organizational financial statements as of December 2009 or later, including an expenditure/revenue statement (also known as “profit and loss statement”) and balance sheet

Appendices **may** also include Letters of Support or Collaboration, Licenses, Certificates, and Accreditation documents. Appendices **may not** include additional information on the proposed project such as brochures, annual reports, flow charts, diagrams or other information that should be included as part of the program design section; any such information included will be disregarded in scoring.

## SECTION V: GRANT AWARD AND FUNDS

<b>Notification of Grant Award</b>
Each applicant will receive a letter via email stating whether it has been selected as a sub-grantee. Selected applicants will receive one Grant Award Notifications (GANs): a GAN for federal grant funds that identify the performance requirements for the grant.
<b>Receipt of Grant Funds</b>
Grant funds will be provided sub-grantees through the DOES Cost Reimbursement Process. Sub-grantees will receive payments for services after they substantiate that the cost is allowable and relevant for submitted program expenditures.
Requests for cost reimbursement <u>may not</u> be submitted until after a Purchase Order has been established. Sub-grantees must allow 30 – 60 days after notification of the grant award for receipt of a Purchase Order in order to begin submission of cost reimbursement requests for payment. Cost reimbursement requests must be submitted quarterly in accordance with the quarterly performance report schedule.
To request a cost reimbursement, a grant recipient shall submit to the DOES for review and processing, Cost Reimbursement Forms (containing valid costs paid by the grant recipient). Grant recipients are not required to submit any supporting documentation with the Cost Reimbursement Forms. However, grant recipients are required to maintain all necessary supporting documentation and to ensure such documentation is available to the OSSE, the U.S. Department of Education and/or other authorized entities for review, upon request.
<b>Insurance</b>
The applicant, when requested, must be able to show proof of insurance coverage required by law. The grantee and all sub-grantees that receive awards under this RFA must be able to show proof of insurance prior to receiving grant funds.
<b>Audit</b>
At any time or times before final payment and three (3) years after, the District or Federal government may have the grantee's and/or all sub-grantee's expenditure statements and source documentation audited.
<b>Nondiscrimination in the Delivery of Services</b>
In accordance with Title VI, of the Civil Rights Act of 1964, (P.L. 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program or activity receiving funds awarded under this grant. The applicant must also comply fully with the DC Human Rights Act.

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**ATTACHMENT A**

**APPLICATION COVER PAGE**

Name of Applicant Agency:	
Contact Person:	
Title:	
Address:	
Telephone:	Fax:
E-Mail:	Website:
Is your agency licensed by the DC Education Licensure Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Names of Partner Agency(ies):	
<b>Total Amount</b> of Grant Funds Requested:	\$
<p><i>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Certifications, Assurances, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the DC Department of Employment Services or renegotiated to acceptance, will form a binding agreement.</i></p>	
Typed Name of Executive Officer:	
Signature of Executive Officer:	Date

Name of Applicant Agency:
Contact Person:

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Title:	
Address:	
Telephone:	Fax:
E-Mail:	Website:
Is your agency licensed by the DC Education Licensure Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Names of Partner Agency(ies):	
<b>Total Amount</b> of Grant Funds Requested:	\$
<i>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Certifications, Assurances, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the DC Department of Employment Services or renegotiated to acceptance, will form a binding agreement.</i>	
Typed Name of Executive Officer:	
Signature of Executive Officer:	Date

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**ATTACHMENT B**

**PARTNER AGENCY FORM**

Complete this page for each partner  
and attach a Memorandum of Agreement or Partnership Agreement for each partner.  
*Duplicate this page as needed.*

Partner Agency Name:		
Contact Person:		
Title:		
Address:		
Telephone:		Fax:
E-Mail:		Website:
Is this agency licensed by the DC Education Licensure Commission?		<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partnership:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Partnership:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Years of Partnership:		
Explanation for selection of Partner Agency:		
Check and describe the applicable services to be provided by the Partner Agency.		
<input checked="" type="checkbox"/>	<b>Scope of Services</b>	<b>Description of Service(s)</b>
	Adult and Family Education	
	Ancillary Services	
	Workforce Development Pathways	
	Postsecondary Education Pathways	
Brief description of the Organizational Capability and Relevant Experience of Partner Agency:		
Fiscal Requirements, if applicable:		
<i>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, and that the requested budget amounts are necessary for the implementation of this project.</i>		

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Typed Name of Executive Officer:	
Signature of Executive Officer:	Date:

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ATTACHMENT C

PROGRAM BUDGET  
PROJECT COMPONENT BUDGET

<u>COST CATEGORY</u>	<u>AMOUNT</u>
1. ADMINISTRATION	\$ _____
2. TRAINING	\$ _____
TOTAL AMOUNT \$ _____	

I, \_\_\_\_\_, as the authorized representative for the Contractor, do hereby agree with the information and format contained with this **PROJECT COMPONENT BUDGET** package. Further, I do hereby agree to invoice the Department of Employment Services on the basis prescribed in any resultant contract, for only those costs incurred, which are deemed allowable by the District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL NOTE:**

To constitute adequate cost and pricing data the enclosed budget summary sheets must be accompanied by a budget narrative delineating the cost for each line item, e.g., quantity, unit cost, description and justification. Please round cents to the nearest dollar.

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**ADMINISTRATION**  
Supportive Budget Summary

**A. Direct Cost..... \$ \_\_\_\_\_**

1. Staff Salaries..... \$ \_\_\_\_\_

2. Fringe..... \$ \_\_\_\_\_

    a. FICA 7.65%

        1) SSI 6.20% x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

        2) Medicare 1.45% x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

    b. Workers Comp. \_\_\_\_\_ % x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

    c. U.I. \_\_\_\_\_ % x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

    d. Health Ins. \_\_\_\_\_ % x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

    e. Retirement \_\_\_\_\_ % x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

    f. Other (specify) \_\_\_\_\_ % x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

3. Travel..... \$ \_\_\_\_\_

4. Rent..... \$ \_\_\_\_\_

5. Utilities..... \$ \_\_\_\_\_

6. Equipment..... \$ \_\_\_\_\_

7. Communications..... \$ \_\_\_\_\_

8. Supplies..... \$ \_\_\_\_\_

9. Reproduction..... \$ \_\_\_\_\_

10. Custodial Security..... \$ \_\_\_\_\_

11. Tuition/OJT Reimbursement..... \$ \_\_\_\_\_

12. Other (SPECIFY)..... \$ \_\_\_\_\_

    a. \_\_\_\_\_

    b. \_\_\_\_\_

    c. \_\_\_\_\_

**B. Indirect Cost..... \$ \_\_\_\_\_**

**C. Total (Direct and Indirect Cost)..... \$ \_\_\_\_\_**



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**TRAINING**  
**Supportive Budget Summary**

**A.     Direct Cost..... \$ \_\_\_\_\_**

1.     Staff Salaries..... \$ \_\_\_\_\_

2.     Fringe..... \$ \_\_\_\_\_

      a.     FICA                7.65%

              1) SSI                6.20% x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

              2) Medicare        1.45% x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

      b.     Workers Comp. \_\_\_\_\_ % x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

      c.     U.I.                \_\_\_\_\_ % x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

      d.     Health Ins.        \_\_\_\_\_ % x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

      e.     Retirement        \_\_\_\_\_ % x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

      f.     Other (specify)      \_\_\_\_\_ % x \$ \_\_\_\_\_ =                \$ \_\_\_\_\_

3.     Travel..... \$ \_\_\_\_\_

4.     Rent..... \$ \_\_\_\_\_

5.     Utilities..... \$ \_\_\_\_\_

6.     Equipment..... \$ \_\_\_\_\_

7.     Communications..... \$ \_\_\_\_\_

8.     Supplies..... \$ \_\_\_\_\_

9.     Reproduction..... \$ \_\_\_\_\_

10.    Custodial Security..... \$ \_\_\_\_\_

11.    Tuition/OJT Reimbursement..... \$ \_\_\_\_\_

12.    Other (SPECIFY)..... \$ \_\_\_\_\_

      a.

      b.

      c.

**B.     Indirect Cost..... \$ \_\_\_\_\_**

**C.     Total (Direct and Indirect Cost)..... \$ \_\_\_\_\_**

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**Purchased/Rented/Leased Equipment**

List below all equipment necessary to the operation of the program that is purchased, rented, or leased through this contract. Indicate by letter in the "Unit Price" column whether the price is for purchase (P), rental (R), or lease (L). In the cost Category indicate:

- (A) -- Administration
- (B) -- Training
- (C) - Training Related Services

Type	Quantity	Unit Price	Total	Cost Category
<b>Total Cost</b>			<b>\$</b>	

Approval of proposal does not constitute approval of procurement. Specific written approval must be secured from the District prior to actual purchase, rental or lease of equipment.



**ATTACHMENT D**

**BUDGET NARRATIVE**

**A Budget Narrative must accompany the Budget Form** and include an explanation for each of the budget line items. For each line item, include a brief explanation of how the budget amount was derived. Information should be thorough enough to provide the review panel with an understanding of how the requested budget amounts were determined.

**ATTACHMENT E**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

**B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

**A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
  - (1) The dangers of drug abuse in the workplace;**

**(2) The applicant's policy of maintaining a drug-free workplace;**

**(3) Any available drug counseling, rehabilitation, and employee assistance programs; and**

**(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**

**(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**

**(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**

**(1) Abide by the terms of the statement; and**

**(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**

**(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4<sup>th</sup> St., NW, Suite 400S, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**

**(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**

**(1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**

**(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**

**(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**

**B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

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**Drug-Free Workplace (Grantees who are Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Office of Research and Analysis, 441 4<sup>th</sup> St., NW, 400 South,  
Washington, DC 20001.

As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.

**1. Grantee Name and Address**

\_\_\_\_\_  
**2. Application Number and/or Project Name**

\_\_\_\_\_  
**3. Grantee IRS/Vendor Number**

\_\_\_\_\_  
**4. Typed Name and Title of Authorized Representative**

\_\_\_\_\_  
**5. Signature**

\_\_\_\_\_  
**6. Date**

**ATTACHMENT F**



## **ASSURANCES**

### **Misconduct Certification**

The applicant hereby assures and certifies compliance with the following that no officers, partners, principals, members, associates or key employees, within the last ten (10) years prior to the date of the application, has:

been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or

been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Assurances**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.

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5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
10. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

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**CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC**

**The District of Columbia**

This document was acknowledged before me on \_\_\_\_\_ [Date] by  
\_\_\_\_\_ [name of principal].

[Notary Seal]

\_\_\_\_\_

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: \_\_\_\_\_

**Acknowledgement of Authorized Representative**

*As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances*

\_\_\_\_\_  
**Typed/Printed Authorized Representative and Title**

\_\_\_\_\_  
**Signature of Authorized Representative**

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**ATTACHMENT G**

**Applicable District and Federal Statutes and Regulations Acknowledgement**

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 USC cha. 85et.seq.
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- Military Selective Service Act of 1973

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- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

**As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances**

---

**Authorized Representative Signature and Title**

---

**Date**